

United States District Court
Eastern District of New York
Office of the Clerk

www.nyed.uscourts.gov



Vacancy Announcement 08-09
April 8, 2008

Official Staff Interpreter (Spanish)
Brooklyn Courthouse - 225 Cadman Plaza East

Salary: Level CL 29/1 - 30/25 (\$69,368 - \$102,469)

*The classification level and salary for this position will be based upon experience and education in accordance with the Court Personnel System of the U.S. Courts.

Closing date for receipt of resumes: Resumes submitted by April 30, 2008 will be given preference, but the position will remain open until filled

Position Summary: The United States District Court is currently accepting resumes for the position of Official Staff Interpreter (Spanish). The Staff Interpreter reports to the District Clerk's Office.

Duties: The staff interpreter (Spanish) provides interpretation and translation services for the Court at the following proceedings: before and after court conferences between defendants and attorneys; arraignments through motions, trials, and sentences in consecutive, simultaneous and/or summary modes as required. The staff interpreter performs translations of documents for the court as required which may be introduced into evidence; prepares written translations of a variety of materials ranging from general correspondence to the court from defendants and/or family members, to complex legal documents from other countries; prepares transcriptions of wiretap recordings and witness statements; and certifies the accuracy of interpretations of depositions that have been videotaped and introduced into evidence.

When not interpreting, the incumbent may assist with the scheduling and processing of vouchers of per diem interpreters in all languages and perform other duties, such as clerical work, as required.

Minimum Qualifications: To be considered for this position, you must have a **Federal Court Interpreter Certification for Spanish**, plus four years of interpreting experience. The candidate must also have interpersonal skills to deal successfully and professionally with court personnel, the Bar, and the general public, both in and out of the courtroom.

Preferred Qualifications: Extensive knowledge of legal, highly technical, and colloquial vocabulary in English and Spanish preferred. Experience working with people from a wide variety of backgrounds, cultures, and socioeconomic levels is desirable.

Benefits: The United States District Court offers a generous benefit package to full-time permanent employees which includes:

10 Paid Federal Holidays	Thrift Savings Plan (401k style) (optional)
13 Days Paid Vacation (per year for the first three years)	Life Insurance (optional)
20 Days Paid Vacation (after three years)	Long-Term Disability Plan (optional)
26 Days Paid Vacation (after fifteen years)	Long-Term Care Insurance (optional)
13 Days Paid Sick Leave	Medical, Dental & Vision Coverage (optional)
Participation in Federal Employees Retirement System	Credit Union Participation
Health, Dependent & Commuter Reimbursement Programs (optional)	

Conditions of Employment:

Applicants must be U.S. citizens or must be a citizen of a country that has a current treaty arrangement with the United States and are authorized to be employed under immigration law. Positions in the Federal Judiciary are excepted service appointments, are considered “at will” and can be terminated with or without cause.

The applicant selected will be required to complete an initial performance probationary period and will be subject to a background check. Failure to successfully complete the probationary period or a negative finding from the background check may result in termination of employment.

All information provided by applicants is subject to verification. Applicants are advised that false statements or omission(s) of information on any application materials may be grounds for non-selection, withdrawal of an offer of employment or dismissal after being employed.

Employees are required to use direct deposit as the method to receive their salary.

The Court is not authorized to reimburse travel expenses for interviews or relocation.

Interested applicants may apply by submitting a cover letter specifying qualifications in relation to the position; a completed application for federal employment (located on the court’s employment web page); a current resume that includes their daytime telephone number; a copy of the Federal Judiciary Interpreter Certification and oral examination scores; and salary requirement to:

**U.S. District Court, E.D.N.Y.,
225 Cadman Plaza East,
Brooklyn New York 11201
Vac #08-09
Attention: Jeffery Howell,
Human Resources Manager**

**or you can apply via email at:
applications@nyed.uscourts.gov**

Incomplete submissions may be cause for non-consideration.

The Court reserves the right to conduct interviews prior to the closing date for receipt of applications. Only applicants selected to receive an interview will be notified by phone or e-mail. All other applicants will be notified by mail.

The U.S. District Court is an Equal Opportunity Employer.